



## Viewing Student Records & Requesting Transcripts

To view/request a record for a student, click "students" in the Navigation menu.



With appropriate access:

- Teachers will be able to view records for their own students.
- School Administrators will be able to view records for their school.
- Counselors, Registrars and Triand Account Owners will be able to view records for students all over the state.

### Search Records

Search

Showing records 1 - 20 of 786,986

Find students in my state ▼

For any grade ▼

Add your students

Choose your level of access. Options are:

- Students in my classes - used by teachers
- Students in my school - used by school level positions
- Students in my district - used by district level positions
- Students in my state - used by counselors, registrars and anyone else with statewide access.



For students in your classes, school, or district, with appropriate access, you can download a list of students ("Download CSV"), print Smart Core Letters for students/parents ("Smart Core PDF), and/or print student transcripts ("Transcripts PDF").

[Download CSV](#)[Smart Core PDF](#)[Transcripts PDF](#)

For any of these it is recommended that you search for only your active students ("enrolled:true" entered in the search records box) prior to downloading.

### Search Records



*(Note: All student names and IDs are masked with asterisk for training purposes. Users will be able to view this information.)*

Search Records

\*\*\*\*\* monticello Search

Displaying 1 records

Find students in my state

For any grade

Add your students Download list

Picture	Student	Location
	***** Local-ID: ***** State-ID: *****	DOB: 2003-11-12 SSN: xxx-xx-4622 AUTH: xxx-xxxx-xxxx-xxxx MONTICELLO INTERMEDIATE MONTICELLO SCHOOL DISTRICT AR

Use the search box to search for the student. You can search by name, state ID, district and/or school name. The example above uses a combination of the student name and district name. When the student appears, click on his or her name.

**TIP:**

- The search box is not case sensitive, nor does it require a specific order.



If this student is a student from your school, the student record/transcript will appear.

Record - \*\*\*\*, \*\*\*\*\*

Student Information			
First Name:	*****	Local ID:	*****
Middle Name:	*****	State ID:	*****
Last Name:	*****	National ID:	*****
Twin:	Yes	SSN:	*****
Ethnicity:	Asian	Grade:	12
Gender:	F	DOB:	*****
District:	*****	School:	*****

Guardian Information			
Relationship	Name	Address	Email Phone
No records found.			

Guardian Communications			
Date	Type	Details	Description Author
No records found.			

Add

Course History									
Year	School	Grade	Subject	Course Code	Course Title	Term	Mark	Attn	Credit
10/11	SAMPLE HIGH SCHOOL			424030	ANATOMY/PHYSIO	S1	83	0	0.5
10/11	SAMPLE HIGH SCHOOL			424030	ANATOMY/PHYSIO	S2	83	0	0.5
10/11	SAMPLE HIGH SCHOOL			570020	AP AMER HISTORY	S1	82	0	0.5
10/11	SAMPLE HIGH SCHOOL			570020	AP AMER HISTORY	S2	89	0	0.5
10/11	SAMPLE HIGH SCHOOL			517030	AP ENGLISH LANG	S2	89	0	0.5
10/11	SAMPLE HIGH SCHOOL			517030	AP ENGLISH LANG	S1	86	0	0.5
10/11	SAMPLE HIGH SCHOOL			492320	BUS MANAGEMENT	S1	95	0	0.5
10/11	SAMPLE HIGH SCHOOL			492320	BUS MANAGEMENT	S2	92	0	0.5
10/11	SAMPLE HIGH SCHOOL			492120	COMP BUS APP	S2	98	0	0.5
10/11	SAMPLE HIGH SCHOOL			492120	COMP BUS APP	S1	99	0	0.5
10/11	SAMPLE HIGH SCHOOL			460010	EAST LAB 1	S1	97	0	0.5
10/11	SAMPLE HIGH SCHOOL			460010	EAST LAB 1	S2	93	0	0.5
10/11	SAMPLE HIGH SCHOOL			433000	PRE CAL/TRIG	S1	94	0	0.5
10/11	SAMPLE HIGH SCHOOL			433000	PRE CAL/TRIG	S2	97	0	0.5
09/10	SAMPLE HIGH SCHOOL			432000	ALGEBRA 2	S2	99	0	0.5
09/10	SAMPLE HIGH SCHOOL			432000	ALGEBRA 2	S1	95	0	0.5
09/10	SAMPLE HIGH SCHOOL			571020	AP WLD HISTORY	S1	90	0	0.5
09/10	SAMPLE HIGH SCHOOL			571020	AP WLD HISTORY	S2	87	0	0.5
09/10	SAMPLE HIGH SCHOOL			431000	GEOMETRY	S1	98	0	0.5
09/10	SAMPLE HIGH SCHOOL			431000	GEOMETRY	S2	97	0	0.5
09/10	SAMPLE HIGH SCHOOL			415000	JOURNALISM	S2	90	0	0.5
09/10	SAMPLE HIGH SCHOOL			415000	JOURNALISM	S1	95	0	0.5
09/10	SAMPLE HIGH SCHOOL			420000	PRE AP BIOLOGY	S2	90	0	0.5
09/10	SAMPLE HIGH SCHOOL			420000	PRE AP BIOLOGY	S1	83	0	0.5
09/10	SAMPLE HIGH SCHOOL			411000	PRE AP ENG 10	S2	86	0	0.5
09/10	SAMPLE HIGH SCHOOL			411000	PRE AP ENG 10	S1	92	0	0.5
09/10	SAMPLE HIGH SCHOOL			540100	SPAN NAT SPKS	S1	96	0	0.5
09/10	SAMPLE HIGH SCHOOL			540100	SPAN NAT SPKS	S2	96	0	0.5
08/09	SAMPLE HIGH SCHOOL			999850	9 CHEERLEADER	S1	94	0	0.5
08/09	SAMPLE HIGH SCHOOL			999850	9 CHEERLEADER	S2	98	0	0.5
08/09	SAMPLE HIGH SCHOOL			430000	ALGEBRA 1	S2	91	0	0.5
08/09	SAMPLE HIGH SCHOOL			430000	ALGEBRA 1	S1	91	0	0.5
08/09	SAMPLE HIGH SCHOOL			493080	FAMILY & CON SC	S2	94	0	0.5
08/09	SAMPLE HIGH SCHOOL			493080	FAMILY & CON SC	S1	98	0	0.5
08/09	SAMPLE HIGH SCHOOL			480000	HEALTH	S2	87	0	0.5
08/09	SAMPLE HIGH SCHOOL			485000	PHYSICAL EDUCAT	S1	90	0	0.5
08/09	SAMPLE HIGH SCHOOL			472100	PRE AP CIVICS	S2	90	0	0.5
08/09	SAMPLE HIGH SCHOOL			472100	PRE AP CIVICS	S1	91	0	0.5
08/09	SAMPLE HIGH SCHOOL			410000	PRE AP ENG 9	S1	88	0	0.5
08/09	SAMPLE HIGH SCHOOL			410000	PRE AP ENG 9	S2	90	0	0.5
08/09	SAMPLE HIGH SCHOOL			423000	PRE AP PHY SCI	S2	85	0	0.5
08/09	SAMPLE HIGH SCHOOL			423000	PRE AP PHY SCI	S1	86	0	0.5
07/08	SAMPLE MIDDLE SCHOOL			358810	A. SKILLS/P.E.	S2	A	0	0.0
07/08	SAMPLE MIDDLE SCHOOL			388710	AMERICAN HISTOR	S1	C	0	0.0

To print the transcript, review the transcript for accuracy, then scroll to the bottom of the page and click the "Print Transcript" button. This will export the record to a printer friendly Adobe PDF file.

Transcript Requests			
From:	To:	Requester	Requested
linda.wait@lh.k12.ar.us	University of Arkansas at Little R.	08-31-2009	Sent
linda.wait@lh.k12.ar.us	Arkansas Dept of Higher Ed	05-24-2010	Complete
linda.wait@lh.k12.ar.us	Arkansas Dept of Higher Ed	05-31-2010	Complete

Send Transcript

Enrollments/Withdrawals			
Date	Type	District	School
08-19-2009	Enter	LAKE HAMILTON SCHOOL DISTRICT	LAKE HAMILTON HIGH SCHOOL
06-03-2009	Leave	LAKE HAMILTON SCHOOL DISTRICT	LAKE HAMILTON HIGH SCHOOL
08-18-2008	Enter	LAKE HAMILTON SCHOOL DISTRICT	LAKE HAMILTON HIGH SCHOOL
06-04-2008	Leave	LAKE HAMILTON SCHOOL DISTRICT	LAKE HAMILTON HIGH SCHOOL
08-20-2007	Enter	LAKE HAMILTON SCHOOL DISTRICT	LAKE HAMILTON HIGH SCHOOL
08-21-2006	Enter	LAKE HAMILTON SCHOOL DISTRICT	LAKE HAMILTON JUNIOR HIGH

Print Transcript



## Request a Transcript

The **Family Educational Rights and Privacy Act (FERPA)** is a Federal law designed to protect the privacy of a student's education records. The law applies to all schools which receive funds under an applicable program of the U.S. Department of Education.

Generally, schools must have written permission from the parent or eligible student before releasing any information from a student's record. However, the law allows schools to disclose records, without consent, to the following parties:

- School employees who have a need to know;
- Other schools to which a student is transferring;
- Certain government officials in order to carry out lawful functions;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for the school;
- Accrediting organizations;
- Individuals who have obtained court orders or subpoenas;
- Persons who need to know in cases of health and safety emergencies; and State and local authorities, within a juvenile justice system, pursuant to specific State law.

Other state laws may apply depending upon your situation. You are required to follow all federal, state and local laws pertaining to student confidentiality. Upon your agreement below, the current school of residence for \*\*\*\*\*,  
\*\*\*\*\* will be notified of your request for this transcript.

I, \*\*\*\*\*, have a legal right to view the transcript for student \*\*\*\*\*, \*\*\*\*\*.

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Request Transcript

- or -

Cancel

If you intend to officially request the transcript, click "Request Transcript" and the record will appear.

**This serves as the official transcript request. Once a user chooses to “Request Transcript”, email notification is sent to the school where the student is currently enrolled. This email serves as notification that a transcript has been viewed, so the school can begin drop procedures for the student.**

If you do not wish to make the official transcript request, click the “Cancel” option.